

**DIVISION OF PUBLIC DEFENDER SERVICES
STATE OF CONNECTICUT
INTEROFFICE MEMORANDUM
HUMAN RESOURCES**

TO: ALL PUBLIC DEFENDER OFFICES

FROM: HUMAN RESOURCES

**RE: POSITION OPENING –PART-TIME (35 hrs. p/wk.) PUBLIC DEFENDER
CLERK- DANBURY JD/G.A.#3 (OPEN TO THE
PUBLIC) ***REVISED*******

DATE: JUNE 4, 2018

PLEASE POST AND CIRCULATE

Applications are now being accepted for the position of Part-time Public Defender Clerk for the Danbury JD/G.A.#3, 146 White Street, Danbury, CT 06810.

Applicants for this position should have considerable interpersonal and client service skills, handling a high volume of legal correspondence, phone coverage and front desk receptionist responsibilities. A minimum of two (2) years of secretarial experience performing a full range of secretarial support functions requiring independent judgment and a solid understanding of organizational policies and procedures. Additionally, having the ability to type 40 w.p.m. and a good working knowledge of business computers and related software. Prior legal experience is preferred.

Interested applicants should submit a resume and employment application to Paula Lohr, Human Resources Officer, 30 Trinity Street, 4th FL, Hartford, CT, 06106, no later than ***June 18, 2018***. **Applications are preferred by e-mail:** Paula.Lohr@jud.ct.gov. Please note, only those applicants selected for interview will be contacted.

Salary Group 13— \$38,879.00, Per annum, plus state benefits.

Employment Application may be obtained from our web site at <http://www.ct.gov/ocpd> (Any current permanent Division employee wishing to apply should submit an updated resume).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Division of Public Defender Services is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

C: Charles DellaRocco, President, Local 749, A.F.S.C.M.E.